

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

Page 1

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

120 - PROCUREMENT & CONTRACTING SERVICES (formerly CENTRAL PROCUREMENT SERVICES)

1.1.007	3829	ADMINISTRATIVE CORRESPONDENCE	3		3	O	R	P	X	
1.1.008	2081	GENERAL CORRESPONDENCE	1		1	O		O		PAPER, ELECTRONIC
1.1.020	2075	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		P		AC=REQUEST FULFILLED
1.1.021	2076	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		P		AC=DATE OF DENIAL
1.1.043	3833	TRAINING MATERIALS	US+1		US+1	O		O		PAPER, ELECTRONIC
1.1.057	4193	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC; AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.063	3635	MEETING MINUTES/NOTES - STAFF	1		1	O		P		
1.3.001	3830	PUBLICATIONS	AC/US+5		AC/US+5	O		O		PAPER, ELECTRONIC. COPIES SENT TO PUBLICATIONS CLEARINGHOUSE; WEB PUBLICATIONS ARE MADE AVAILABLE ONLINE FOR AT LEAST TWO YEARS, THEN KEPT IN AT LEAST ONE FORMAT FOR THE APPROPRIATE RETENTION PERIOD FOR ITS FUNCTIONAL RECORDS SERIES. WEB PUBLICATIONS ARE REPORTED TO TRAIL.
3.1.001	4194	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2		2	O		P		
3.1.014	4188	EMPLOYMENT SELECTION RECORDS	2		2	O		P	X	
3.1.019	4190	PERFORMANCE JOURNALS	2		2	O		P	X	CONTAINS CONFIDENTIAL DATA
3.1.020	4191	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P		AC=TERMINATION OF CORRECTIVE ACTION
3.3.020	1181	WORK SCHEDULES	2		2	O		P		
3.4.004	1148	OVERTIME AUTHORIZATION	2		2	O		P		
3.4.007	1092	TIME OFF/SICK LEAVE REQUESTS	FE	3	FE+3	O		O		PAPER, ELECTRONIC
4.2.005	5136	PURCHASE ORDERS AND DOCUMENTATION	FE+3		FE+3	O		P		

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

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5.1.001	3735	CONTRACTS AND LEASES	AC+4		AC+4	O	P	X	AC=CONTRACT/LEASE EXPIRATION
5.3.007	259	REQUEST FOR REQUISITION/INFORMATION/BID DOCUMENTATION	FE+1	2	FE+3*	O	P		90-501-035; INCLUDES AG-13
5.4.011	3575	VISITORS LOGS	3		3	O	P		
5.5.004	4448	SYSTEM ACTIVITY REPORTS - TELEPHONE LOGS FOR THE PROGRAM	AV		AV	O	O		PAPER AND ELECTRONIC

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